



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)**

**Andhra Pradesh and Telangana Hyderabad – 500 004**

**Website: <http://www.agap.cag.gov.in/gpf.html>**

**Email id : [pagaep.gpf@gmail.com](mailto:pagaep.gpf@gmail.com)**

**Public Relations Officer/ whatsapp number : 09492233447**

Do's and Don'ts for GPF: (view the above website for more details)

**Subscribers:**

1. Mention EMP ID, GPF account number and personal Mobile number in all your correspondence and applications.
2. Take your GPF annual statement as soon as they were uploaded every year. 'http://ag.ap.nic.in/SlipsGpf.aspx'
3. Submit Final payment application four months in advance to retirement and do not subscribe or withdraw from GPF after sending GPF FW application. Fill column 17 of FW application without fail.
4. Ensure that your personal mobile number is registered with this office and monthly SMSs are received. If not, send a request through E mail or whatsapp.
5. In case of challan remittances, ensure that the GPF account number, name and details of subscription such as month, arrear details are clearly noted on the backside.
6. Submit nomination forms through DDO. Use Nomination form available in the above website.

**DDO:**

1. Include the DDOCODE, official Mobile / landline number and complete postal address along with pin code in the rubber stamp of the office.
2. Do not book arrears amount into GPF for the subscribers going to retire within 6 months or of those already retired from service. This amount can be paid by cash.
3. Send all the copies of GPF loans (TA/PFW) sanctions to Prl A.G., Office without fail.
4. Ensure that all the GPF subscribers are registered their personal Mobile numbers with this office and getting the SMSs.
5. Now you can download latest blank forms for GPF related issues such as Allotment, Final Withdrawal, TA / PFW and nominations. 'http://www.agap.cag.gov.in/ae-gpf-forms.html'. All the DDOs must use these forms.
6. Enclosure of latest GPF annual account statement along with FW application is not mandatory. Any year's Annual account statement is sufficient, if available. This is only for ensuring correctness of the GPF account number mentioned on the FW application.
7. Keep the copy of the GPF schedule / voucher as Office copy, at least for one year, for submitting wanting schedules / vouchers when called for, without depending Treasuries.
8. Avoid booking of Class IV GPF, ZP PF, CPS, other items in regular GPF.

**Payment Authority :( DTO / STO / PAO)**

1. Not to insist for subscriber personal copy for payment of GPF FW / RB authorizations.
2. On receipt of FW / RB bill from DDO, if payment authority copy is not available in your registered E Mail, send a request for payment authority copy to 'agapts\_gpf@gmail.com' along with your official mobile number from your official registered E Mail.
3. Validate and avoid booking of Class IV GPF, ZP PF, CPS, other items in regular GPF.